

**BOARD OF REAL ESTATE APPRAISERS
BOARD MEETING MINUTES – September 6, 2005**

MEMBERS PRESENT

Kenneth Charest
Bruce Bell
Walter Bowditch
Joseph Herlihy
James Murphy
Daniel Shipley

MEMBERS ABSENT

OTHERS PRESENT

Carol Leighton, Administrator
Kim Baker-Stetson, Licensing Clerk
Susan Greenlaw, Board Clerk

Location: Central Conference Room **Start:** 9:05 a.m. **Adjourn:** 11:30 a.m.

CALL TO ORDER

The meeting was called to order at 9:05 a.m.

AGENDA MODIFICATIONS

A motion was made by James Murphy to add the following to the agenda; seconded by Walter Bowditch. Unanimous.

Michael Austin's death
AARO Breakout Items

OLD BUSINESS

Action on Minutes of August 2, 2005 Meeting

A motion was made by Walter Bowditch to approve the minutes of the August 2, 2005 meeting as written; seconded by James Murphy. Unanimous.

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Action on Tabled Applications/Items

NAME	APPLYING TO	ACTION
APPLICANT #1	UPGRADE FROM CERTIFIED RESIDENTIAL TO SIT FOR CERTIFIED GENERAL EXAM MIN 180 QE BAL MET? = 285 QE HOURS ON FILE MIN 30 MONTHS EXP MET? = FIRST LICENSED ON 09/16/1991 MIN 3000 HOURS WK EXP W/AT LEAST 1500 HRS CMML = +3000	<u>SEPT 6, 2005</u> – CONSENT AGREEMENT AMENDED <u>AUGUST 2, 2005</u> – TIME TO ACCEPT CONSENT AGREEMENT EXTENDED TO SEPTEMBER 2, 2005 <u>JULY 12, 2005</u> – COMPLAINT PRESENTED; CONSENT AGREEMENT TO BE OFFERED <u>JAN 4, 2005</u> – RESCHEDULED TO HEAR COMPLAINT AND DENIAL AT SAME TIME <u>NOV 2, 2004</u> – HEARING DATE SET FOR JAN 4, 2005 <u>OCT 13, 2004</u> – CERT LETTER REC'D AT AGENCY <u>OCT 8, 2004</u> – DENIAL LETTER SENT CERT MAIL <u>OCT 5, 2004</u> - MOTION TO DENY <u>SEP 7, 2004</u> – TABLED <u>AUG 20, 2004</u> – REC'D WORK FILES <u>AUG 3, 2004</u> - APPRAISALS DISTRIBUTED TO JIM FOR REVIEW AND REPORT BACK AT SEPTEMBER 7 TH MEETING <u>JULY 6, 2004</u> – LICENSEE REQUESTED THAT APPRAISALS BE SUBMITTED FOR AUGUST MEETING – APPLICATION TABLED <u>JUNE 30, 2004</u> – REQUESTED COPIES OF 5 APPRAISALS AND RELATIVE WORK FILES

NEW BUSINESS

Administrator's Report

Members were updated on draft legislation relating to the AQB criteria changes submitted to the Governor's Office for review.

Complaint Officer's Report

#REA-226: A motion was made by Joseph Herlihy to amend the Consent Agreement as follows: (1) \$5000 (\$1000 per violation) payable within six months; (2) license suspension to be suspended if all other requirements are met; (3) limit practice to what is allowed under scope of certified residential license; (4) shall not apply for certified general licensure; (5) successfully complete all qualifying education for the license of certified residential appraiser by 12/31/06, shall be allowed to be credited towards

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continuing education requirements for renewal; seconded by James Murphy; Bell, Charest, Herlihy, and Murphy voted in the affirmative; none opposed; Bowditch and Shipley abstained. Motion carried.

#REA-224: A motion was made by Walter Bowditch to dismiss upon finding no violation of Board statute or rules and issue a Letter of Guidance regarding amount of detail to be included in appraisal reports; the Letter of Guidance shall be retained in the licensee's file for a period of one year; seconded by James Murphy; Bell, Bowditch, Charest, Murphy, and Shipley voted in the affirmative; none opposed; Herlihy abstained. Motion carried.

#REA-248: A motion was made by Daniel Shipley to dismiss upon finding no violation of Board statute or rules; seconded by Walter Bowditch; Bell, Bowditch, Charest, Murphy, and Shipley voted in the affirmative; none opposed; Herlihy abstained. Motion carried.

Review and Action on Applications and Education

NAME	APPLYING TO	ACTION
APPLICANT #1	HOUSE KEEPING TRAINEE APPLICANT, NEVER SUBMITTED A SUPERVISOR FORM	DENIED. MOTION MADE BY WALTER BOWDITCH; SECONDED BY JAMES MURPHY. UNANIMOUS.

Correspondence

Letter from Paul C. Linehan: No action necessary at this time.

Conflict of Interest Policy: Members were provided with a copy of the policy.

Memo – Rule Changes: Provided as an update.

Next Meeting Scheduled for September 13, 2005

OTHER BUSINESS

Members were notified that former Board member, Michael Austin, passed away.

Breakout items to be discussed at the AARO Conference: Members were asked to provide comments and input for the next meeting.

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ADJOURN

Being no further board business the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Susan Greenlaw
Board Clerk